



## 2012-2013 Academic Catalog Addenda – July 1, 2013

### FINANCIAL INFORMATION

#### **Refund Policy for Students Called to Active Military Service (p. 15)**

A student who withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard will receive a waiver for his/her current semester tuition, lab fees, and residence fees. Except as discussed elsewhere in the school's refund policy, charges for current semester textbooks and supply kits will not be reversed. Any cash paid by the student will be used to cover textbook and supply charges. Upon withdrawal, the student should submit a copy of his/her military orders to the Director of Education.

#### **Treatment of Title IV, HEA Program Funds Upon Withdrawal (p. 16-17)**

Upon a student's withdrawal or dismissal from school, the U.S. Department of Education requires specific treatment of the Title IV program funds received by the student. These requirements are published in Chapter 34 of the Code of Federal Regulations, Section 668.22. The school is required to make refunds to the Title IV program funds according to these regulations regardless of amounts resulting from the school's tuition refund policy as described above.

These regulations allow the school to keep as "earned" the amount of Title IV aid that is equivalent to the amount of time the student has been in attendance, except during the first 30 days of a new student's first semester when the school is sometimes not permitted under regulations to disburse the student's Stafford loan. Title IV funds disbursed in excess of this amount must be returned by the school in the order noted below.

During the calculation of Title IV aid earned, the school will determine whether the student is due a post-withdrawal disbursement of federal aid. The school will make a determination as to whether the aid could have been disbursed under normal conditions and whether a post-withdrawal disbursement is necessary and appropriate. The amount of a post-withdrawal disbursement is determined by following the requirements for calculating earned Title IV aid and has no relationship to incurred educational costs. In addition, any post-withdrawal disbursement due to the student must meet the current required conditions for late disbursements. If the student is due a post-withdrawal disbursement of loan funds, the school will notify the student and offer those funds. If the student is due a post-withdrawal disbursement of grant funds, the grant funds will be applied to the student's account and the student will be notified.

If a student withdraws from the school as a result of the student being called to active duty in a military service of the United States or the National Guard, all financial aid (grants and loans) for the current semester will be refunded.

In the event the school is prevented from retaining the student's planned financial aid to satisfy tuition and other charges, the student is directly responsible for paying those charges.

## STUDENT SERVICES

### CAMPUS SECURITY

#### **Hate Crimes (p. 27)**

Hate crimes are criminal offenses committed against a person or property that are motivated, in whole or in part, by the offender's bias. Bias is a preformed negative opinion or attitude toward a group of persons based on their actual or perceived race, gender, religion, disability, sexual orientation, or ethnicity/national origin. Included in these statistics are hate crimes of murder and non-negligent manslaughter, forcible sex offenses, non-forcible sex offenses, robbery, aggravated assault, burglary, motor vehicle theft, arson, larceny-theft, simple assault, intimidation, and destruction/damage/vandalism of property. For the years 2010, 2011, and 2012 there were no reported hate crimes at any of the above-listed geographic locations.

## ACADEMIC INFORMATION

#### **READMISSION (p. 38)**

Readmission to Antonelli Institute following dismissal or withdrawal will be at the discretion of the school. Students wishing to reenter must contact the Director of Education.

A student cannot reenter the school if he or she 1) has a loan in default or 2) was dismissed for a violation of the conduct policy. A student who was dismissed for failure to make satisfactory academic progress will not be allowed to reenter except under the circumstance where the student has failed a prerequisite course and must withdraw.

Reentering students will be charged the tuition in effect upon reentry and will be required to meet current graduation requirements for the program in which they enroll.

Following dismissal or withdrawal, a student may be considered for readmission into the same or a different program only one time. However, in cases involving mitigating or special circumstances, an appeal of a denial to readmit may be considered. The circumstances must be fully documented. If there is a finding that the mitigating or special circumstances are in fact the primary reason for the student's dismissal or withdrawal and if it is determined that the student can reasonably be expected to meet the requirements for standard progress and for graduation, the student may be readmitted. A student may appeal a denial to readmit only one time. Additionally, an exception to this policy will be made if one of the withdrawals was due to being called to active military duty. In this case, a student may seek readmission into the same or a different program one additional time.

#### **CREDIT TRANSFER FROM ANOTHER SCHOOL (p. 45)**

Transcripts of work completed at other accredited colleges may be submitted to the Director of Education for review. Transcripts should be submitted during the first semester of a student's program. Other documentation may also be required. Credits considered for transfer are evaluated by the Director of Education to determine if the course work is similar in nature, content, and level to that required at Antonelli Institute. If the course work is comparable, transfer students may be given credit for courses completed at other ~~approved~~ accredited colleges provided the grades received for the courses were "C" or better. Courses completed at other Bradford schools will be treated the same as courses taken at Antonelli Institute. Because programs at Antonelli Institute are specially tailored to career preparation, course credits from other postsecondary schools may not be transferable.

Credit is not granted for advanced placement or experiential learning. One exception is credit for military training that has been evaluated and recommended for credit by the American Council on Education (ACE). Antonelli Institute may award credit based on these recommendations when the credit is for courses similar in nature, content, and level to that required at the school. Students seeking credit for military training should provide a transcript from the American Council on Education for evaluation. Credit will be treated as transfer credit and will count toward graduation.

## **DISABILITY SUPPORT SERVICES (p. 46)**

Antonelli Institute is committed to providing equal access to the school's academic programs and services to qualified individuals with disabilities through reasonable accommodation. Students who believe they are in need of accommodations should contact the designated Section 504 coordinator, who is the Director of Education identified in the Administration, Faculty, and Staff section of this catalog, by phone at (215) 836-2222 or by mail or in person at 300 Montgomery Avenue, Erdenheim, PA 19038. The student should provide the designated Section 504 coordinator with a current comprehensive evaluation of a specific disability from a qualified diagnostician that identifies the type of disability and lists recommended accommodations. All documentation will be reviewed by the designated Section 504 coordinator in a timely manner, and appropriate reasonable accommodations will be provided based on the individual student's needs.

## **COURSE DESCRIPTIONS (p. 56-61)**

### **GD271 Introduction to Web Design**

Students will learn how to plan a web site, create web pages with XHTML, ~~add interactivity~~, and test/update a site. Using applications for web development ~~such as Dreamweaver™ and Fireworks™~~ and as well as design programs, ~~like Photoshop™~~, students will build and publish websites. (64 Clock Hours/3 Semester Credits)

### **GD273 Illustration Studio I**

This course introduces the student to many illustrative techniques used by professionals in the ~~commercial art~~ graphic design field. The student will experiment with various mediums and methods through class exercises and practical applications. (64 Clock Hours/2 Semester Credits)

### **GD276 Computer Graphics**

Students will learn ~~the basic workflow of digital art creation~~ theory and practice of digital image processing workflow of digital art creation using Adobe software. ~~Students will create numerous design projects using digital and hands-on techniques with a focus on using the professionally accepted application to complete the assignment.~~ Students will be introduced to scanning and video image-capture procedures, color correction and separation techniques, and a range of display and printing considerations. Students will create numerous design projects using digital and hands-on techniques with a focus on using the professionally accepted application to complete the assignment. (Prerequisite: GD165 Computer Typography) (64 Clock Hours/2 Semester Credits)

### **GD285 Advanced Web Design**

Students will develop advanced skills in industry-standard web design applications and languages ~~with a special emphasis on Dreamweaver™ and Flash™~~. The students will build upon their skills by developing fully-functioning web sites using advanced web design techniques, ~~including CSS~~. During this course the student will also design a portfolio web site for graduation. (32 Clock Hours/1 Semester Credit)

### **PH281 Advanced Lab**

~~This course is a continuation of previous photo lab courses that provides the student with a final portfolio.~~ This lab course provides the student with the knowledge to use the equipment necessary to

produce professionally printed photographs and culminates with the preparation of a final portfolio. Time is allotted for completing all lab work necessary for the advanced photography courses. The instructor works closely with the students to achieve professional quality photographs. (64 Clock Hours/2 Semester Credits)

### **PH282 Professional Development**

This course ~~helps~~ assists the students ~~to reach in pursuing~~ their career objectives. Through specialized research, students learn the information needed to locate and secure a position in their chosen career. A portfolio is ~~prepared, and a~~ designed, executed, and presented for review ~~is held~~ at the end of the semester. (64 Clock Hours/2 Semester Credits)

### **PH283 Advanced Commercial Studio**

Students increase and refine their skills in the lighting, styling, and photographing of commercial product illustration to critical specifications and develop their understanding of what is needed to create a professional quality photograph from conceptualization of idea to lighting, to composition, to recording image, to enhancement and manipulation, and to final product. ~~Special use of the large format camera is practiced to prepare the student for a broad variety of future commercial photography assignments.~~ (64 Clock Hours/3 Semester Credits)